City of Glenn Heights
Overtime Request Form

Name: _____ **Employee ID:** _____ **Department:** _____

Pay Period Beginning: _____ **Pay Period Ending:** _____

Date	Start Time	End Time	Total Hours	Overtime Code	Comment/Reference (optional)	C- Comp O- Overtime

Overtime Codes

Court
- CT01- Court
- CT02- Court Misc.

Fire
- FD01- Holiday
- FD02- Mandatory
- FD03- Meeting
- FD04- Prevention
- FD05- Run
- FD06- Shift Coverage
- FD07- Special Event
- FD08- Fire Misc.

Other
- *MI01- All other departments miscellaneous

*Comment/Reference required

Police
- PD01- Animal- After Hours
- PD02- Animal- Shelter Duty
- PD03- Court
- PD04- Dispatch Coverage
- PD05- Holiday
- PD06- Investigations
- PD07- Late arrests/transports
- PD08- Late reports/calls
- PD09- Meeting
- PD10- Patrol Coverage
- PD11- Special Event
- PD12- S.T.E.P
- PD13- Police Misc.

Water Customer Service
- WU01- Cut-off/Reconnect
- WU02- Water Utilities Misc.

Municipal Services/Utilities
- MS01- Inclement Weather
- MS02- Meeting
- MS03- Park- response
- MS04- Security
- MS05- Sewer- Back-ups
- MS06- Sewer- Other
- MS07- Solid Waste Issues
- MS08- Special Event
- MS09- Storm water Management
- MS10- Streets- Lights
- MS11- Streets- Sign Issues
- MS12- Water- Breaks
- MS13- Water- Cut-off/Reconnect
- MS14- Water- Delivery Issues
- MS15- Water- Fire Hydrants
- MS16- Water- Repairs
- MS17- Water- Samples
- MS18- Water- Well Reads
- MS19- Holiday
- MS20- Municipal Services Misc.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

All requested overtime MUST be pre-approved.